

CHAPTER 6. EMPLOYEE TRAVEL

6.01 LOCALLY DIRECTED TRAVEL

Locally directed travel is paid from funds specifically allocated for that purpose to the VA facility. The facility Director may authorize employee travel expenditures from allocated funds in accordance with the policies of the VA. Authorized travel from R&D (research and development) funds is for the purpose(s) of:

- a. Attendance at a professional meeting to present an R&D report or to participate in an organized discussion of medical, scientific, or technical subjects pertinent to the investigator's R&D work.
- b. Informal exchange of medical, scientific or technical information, including receiving instruction in applicable topics.
- c. Training in the use of specialized R&D equipment and techniques.
- d. Participation in multifacility research and development other than when the travel is centrally directed.

6.02 CENTRALLY DIRECTED TRAVEL

a. Travel requested by an employee for any other purpose intrinsic to the R&D program requires prior approval by the Director of the pertinent R&D service in VA Central Office. The request, approved by the facility's Director, will include the reason, mode, and dates of travel, estimated per diem or expenses and transportation costs, and the amount of travel money required from VA Central Office funds. This category includes travel for certain committee meetings and permanent transfer of R&D employees. Requests shall be directed to the Director of an appropriate R&D service in VA Central Office through established administrative channels at least 30 days prior to the travel date.

b. When an appropriate person in VA Central Office requests an employee to attend a meeting, training session, or similar activity related to research and development, such travel requires approval by the facility's Director and funds **will** be provided by VA Central Office.

c. Regulations will be consulted regarding travel reimbursements from non-Federal sources. (See M-8, pt. V, ch. 9.)

6.03 FOREIGN TRAVEL

a. Facility Directors may authorize or approve travel to Canada and Mexico with VA funds or for authorized absence only see MP-1, pt. II, ch. 2, app. A), and may approve travel to other foreign countries *only when specific conditions are met* (see detailed foreign travel instructions in M-8, pt. V, ch. 6). Otherwise, all foreign travel must be approved/dish2proved by the Chief Medical Director (144C). For purposes of this chapter, foreign travel encompasses locations other than U S. Territories and possessions, and Puerto Rico.

b. Travel, attendance, or participation at meetings while exclusively on annual leave or leave without pay does not require such approval.

c. M-8, part V, chapter 9 contains policy on acceptance of gifts and donations in cash -or in kind by DM&S employees in connection with official travel involving training in non-Government facilities or attendance at meetings.